



FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR NOVEMBER 17, 2010

CITY of
BALTIMORE
MEMO



TO

DATE: November 29, 2010

Chief John Carr, Fire Department
Mr. Stanford Leach, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Ms. Valorie LaCour, DOT Planning
Mr. John Thumbi, DOT Traffic
Mr. Bill Beatty, Department of General Services
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Gary Letteron, and Martin French for the Department of Planning;
- Chief John Carr for the Fire Department;
- John Igwe and Milan Rai for HCD Plans Examining;
- John Thumbi and Scott Adams for the Department of Transportation;
- Etta Crafton for the Parking Authority; and
- James Carroll for the Department of Public Works.

Agenda

1. Market Place/Port Discovery – Valet Parking & Outdoor Space Reconfiguration

Market Place/Port Discovery – Valet Parking & Outdoor Space Reconfiguration

Zoning: B-5-2

Plans Date: 15 Nov 2010

Block/Lot: 1352/011

Urban Renewal: Central Business District URP

Environmental: Chesapeake Bay Critical Area

Historic: Business and Government Center
National Register of Historic Places District

In addition to Committee Members and Planning staff, in attendance was:

- Susan Williams, STV;
- Reed Cordish, Cordish Co.;
- Frank Cipolla, Cordish Co.;
- Topher Levering, Cordish Co.;
- Terrance Hancock, BDC; and
- Jaime Kendrick, BDOT

Project Summary:

The Cordish Company would like to reconfigure the outdoor space at Market Place. As a part of this, they would like to establish a drop-off area and valet service in a loop around the fountain. This area is within the City's right-of-way, but has been leased to Market Place in a long term lease.

Comments & Issues:

- Environmental/Landscaping:
 - This project does not trigger Forest Conservation program requirements, but may trigger stormwater management program requirements.
- Parking/Traffic:
 - Due to the congestion in the immediate area on active weekends, the Cordish Company would like to have a new drop-off area and valet service that occurs outside of the normal traffic flow that makes the existing valet service difficult.
 - While a number of buses do drop-off at this location, they are not intended to use the proposed valet circle. Signage should be provided to make it clear that buses are not to use the valet circle.
 - City Circulator buses use Market Place as a lay-over location, use of additional signage may help coordinate this activity.
 - Taxis have an existing cab stand on Market Place that should not be impacted. The applicant expects that the proposed drop-off circle may help the taxis, since the valets could hail cabs for patrons, much as is done at hotels.
 - Ensure that right turns out of the valet circle are discouraged. If this can be accomplished without additional signage, that would be preferred.
 - A pavement treatment to create some form of pedestrian refuge between the inbound and outbound lanes of the circle is needed. The opening is a wide gap, and should be visually narrowed for the driver. Drivers should feel like they're on the sidewalk in a pedestrian-owned area. This change is a major loss of pedestrian area, as little as possible should be ceded to vehicles.

- The circle should be “closed” in non-peak (non-weekend) times, and should revert to a pedestrian plaza. This could be potentially accomplished through moveable features such as planters. The barrier does not need to be as firm as a line of bollards, but should give a clear message that vehicles are not welcome here out of peak.
- Accessibility:
 - ADA access throughout the site is important. Ensure that appropriate curb-cuts are located for pedestrians on the sidewalks of Market Place, and crossing the entrance of the valet circle.
 - The northern half of the valet circle will remain at-grade, and so should be fully accessible.

Next Steps:

- Submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**